

# Regenesis

## Reserve Study Component Checklist

INSTRUCTIONS: To receive a no obligation Reserve Study Proposal, fill in the appropriate blanks and boxes. Fax to 800.979.2313 or email to [rich@regenesis.net](mailto:rich@regenesis.net) Questions? Call 877.579.7779

Date: \_\_\_\_\_, 200\_\_

HOA Legal Name \_\_\_\_\_ # of  Homes  Units: \_\_\_\_\_

Address: \_\_\_\_\_ # of Phases: \_\_\_\_\_

\_\_\_\_\_ Year(s) Built: \_\_\_\_\_ to \_\_\_\_\_

Type of HOA:  Condominium  Condo Conversion? Year Built: \_\_\_\_\_

Homeowner Association/Planned Community

Building Style:  Stacked  Townhouse (side by side)

High Rise (# of Floors: \_\_\_\_\_) # of Buildings: \_\_\_\_\_

President  Developer \_\_\_\_\_ Ph: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Ph: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_

**Items Needed to Do Basic Research** (FILL IN BLANK OR CHECK THOSE THAT ARE AVAILABLE)

Fiscal Year Starts: \_\_\_\_\_

Governing Documents (Declaration, Bylaws) Deductible on HOA Insurance Policy: \$ \_\_\_\_\_

Site Plan

Blueprints (As Built)

Current Reserve Balance \$ \_\_\_\_\_ Interest Earned? \_\_\_\_\_ %

Reserve Study is needed by: \_\_\_\_\_, 200\_\_

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**CHECK ALL COMMON ELEMENT COMPONENTS MAINTAINED BY THE HOMEOWNER ASSOCIATION**

- Barkmulch (ONLY CHECK IF EVERY TWO YEARS OR MORE)
- Building Envelope System (CHECK ALL THAT APPLY)
  - Cementitious (like Hardiplank)
  - Cedar
  - Vinyl
  - Plywood/T1-11
  - Brick  Masonry  Stone
  - Stucco
  - Other \_\_\_\_\_
- Carports
- Chimney Caps
- Clubhouse/Rec Building
  - Appliances
  - Exercise Equipment
  - Flooring
    - Carpet
    - Vinyl
    - Other \_\_\_\_\_
  - Furnace/HVAC
  - Furniture
  - Hot Water Heater
  - Paint-Interior
  - Recreational Equipment (Pool Table, etc.)
  - Window Treatments (Drapes, Blinds, etc.)
- Concrete Sidewalks/Driveways
- Decks
  - Wood
  - Concrete or Membrane with Coating
  - Other: \_\_\_\_\_
- Dumpster/Trash Enclosures
- Elevator(s)
- Entry Access System
  - Building
  - Entry Gate
  - Parking Garage
- Equipment & Tool Inventory
- Fences
  - Brick  Masonry  Stone
  - Chain Link
  - Vinyl
  - Wood
  - Other: \_\_\_\_\_
- Fire Alarm System
- Fire Sprinkler System
- Fountain(s) (How many? \_\_\_\_\_)
- Gate-Main Entry (How many? \_\_\_\_\_)
- Gazebo
- Hallway(s)-Common
- Hot Water Heat-Central
- Hot Water Heater(s)-Central
- HVAC-Common Areas (Hallway/Stairwells/Lobby)
- Landscape Irrigation System
- Landscaped Grounds
- Lights-Exterior
- Lights-Interior (Common Areas Only)
- Mailboxes
- Office Equipment
- Paint-Exterior
- Paint-Interior (Common Areas Only)
- Park
  - Play Structure(s)
  - Furniture/BBQ Equipment
- Parking Garage Door(s)
- Parking Garage Exhaust Equipment
- Path(s)
- Paving-Asphalt
- Pool
- Pond/Lake
- Roof
  - Composition Shingles
  - Cedar Shingles/Shakes
  - Cement Tile
  - Flat-Built up
  - Flat-Rubberized Membrane
  - Metal
  - Other \_\_\_\_\_
- Roof-Gutters & Downspouts
- Sauna(s)
- Security Camera System
- Sign(s) Material: \_\_\_\_\_
  - Main Entry
  - Directory
  - Street/Directional/Building
- Spa
- Storage-Personal Units
- Tennis Court(s)
- Trees
- Other Attach details
- Special Concerns? Attach details